

by State Dept

probably Dec. 1945

Date 6/27/91 HRP 89.2

* Subject to State
concurrence

DEPARTMENT OF STATE
~~NATIONAL INTELLIGENCE AUTHORITY~~
OFFICE OF THE DEPUTY SECRETARY FOR SECURITY
CENTRAL INTELLIGENCE GROUP

FUNCTIONS:

In the field of ~~internal security~~ and security intelligence, the functions and organization of the Deputy Secretary for Security, are identical with those of the Deputy Secretary for Intelligence in the field of ~~foreign positive~~ intelligence, except for the number of Committees under his direction. The immediate office of the Deputy Secretary for Security will, therefore, consist of the following:

Deputy Secretary for Security	1	CAF-15
Assistant Deputy Secretary for Security	1	CAF-14
Secretaries	2	CAF- 5

Control Section

Administrative Assistant	1	CAF- 7
Clerk	1	CAF- 5
Clerk	1	CAF- 3

The Committees under the direct supervision of the Deputy Secretary for Security will consist of the following:

- (1) Committee on ~~Travel Control~~ Security Policy
- (2) Committee on Information Security
- (3) Committee on Physical Security
- (4) Committee on Communications Security
- (5) Committee on Security Investigations
- (6) Committee on Economic Security Controls
- (7) Committee on Censorship Planning

HS/HC-32

State Dept. review completed

The Department of State will furnish the Chairman of
five of the seven Committees (those on ^{Security Policy} ~~Travel Control~~, Com-
munications Security, Security Investigations, Economic Se-
curity Controls and Censorship Planning). A commitment
requiring the following personnel:

Chairmen	5 CAF-14
Assistant Chairmen	5 CAF-12
Secretaries	5 CAF- 5
Stenographers	5 CAF- 3

Justification for Positions Requested:

Since the organization, functions, method of operation
and work load of the Office of the Deputy Secretary for Se-
curity in his field will be almost identical to those of the
Deputy Secretary for Intelligence in his field, the justifi-
cation for the positions requested is the same in both cases.

Department of State, Secretariat, Intelligence
Coordinating Committees, Central Intelligence
Group

Functions: Under the supervision and direction of the Director of Central Intelligence, the Secretariat will have the following functions:

- (a) Direct and coordinate the activities of the committees, serve as their chairman, and be responsible for the effective conduct of the committees' affairs.
- (b) Present recommendations and plans prepared by the committees to the National Intelligence Authority for decision and, upon approval by the Authority, serve as the Executive for carrying them out.
- (c) Develop the document procedure and all other procedures of the committees.
- (d) Provide the committees with secretarial and other necessary services.

The Secretariat will be headed by an Executive Secretary who will be assisted by a Deputy Secretary for Intelligence and a Deputy Secretary for Security. The separation of intelligence and security is required by the different nature of the functions performed in each case.

The immediate office of the Executive Secretary will be constituted as follows:

Executive Secretary - 1 CAF-15

Secretary - 1 CAF-7

DEPARTMENT OF STATE
ADMINISTRATIVE OFFICE
CENTRAL INTELLIGENCE GROUP

Department of State, Office of the Executive
Officer, Central Intelligence Group

, as head of the Administrative Office)

Functions: The Executive Officer will be responsible to the Director of Central Intelligence for all administrative matters involving the Central Intelligence Group, including the maintenance of personnel records and preparation of personnel reports to the various departments having personnel on duty with the Authority, the provision of supplies and equipment, the maintenance of the Record Section, and the supervision of the stenographic pool. The office will consist of a Personnel Section, a Supply Section, a Record Section, and a Stenographic Pool. *This budget is prepared on the assumption that* The Department of State will furnish the personnel and facilities for the Record Section and the Stenographic Pool, while the Personnel Section and the Supply Section will be staffed and equipped by the War and Navy Departments.

The immediate office of the Executive Officer will consist of the following:

Executive Officer - 1 CAF-15

Secretary - 1 CAF-5

The Records Section will be responsible for maintaining the complete files of the National Intelligence Authority and the Central Intelligence Group, including all correspondence, agenda, minutes, study sheets, decisions, directives, operating plans and manuals. It will provide a filing service for the Director, his Deputies, and authorized officials of the Departments and agencies participating in the affairs of the group.

The Records Section will be constituted as follows:

Administrative Assistant	- 1	CAF-7
File Clerks	- 2	CAF-5
File Clerks	- 2	CAF-4
Clerks	- 7	CAF-3

The Stenographic Pool will be responsible for furnishing conference reporters for meetings of the National Intelligence Authority, the Intelligence Advisory Board and the Intelligence Coordinating Committees, for typing (or stenciling and duplicating) reports to be submitted to the Authority, the Board and to the Committees and their working groups; and for furnishing additional stenographic assistance to the other branches of the Central Intelligence Group as required. The personnel of the Stenographic Pool will be as follows:

Administrative Assistant	- 1	CAF-7
Conference Reports	- 2	CAF-6
Stenographers	- 2	CAF-5
Stenographers	- 7	CAF-3

Justification for Positions Requested:

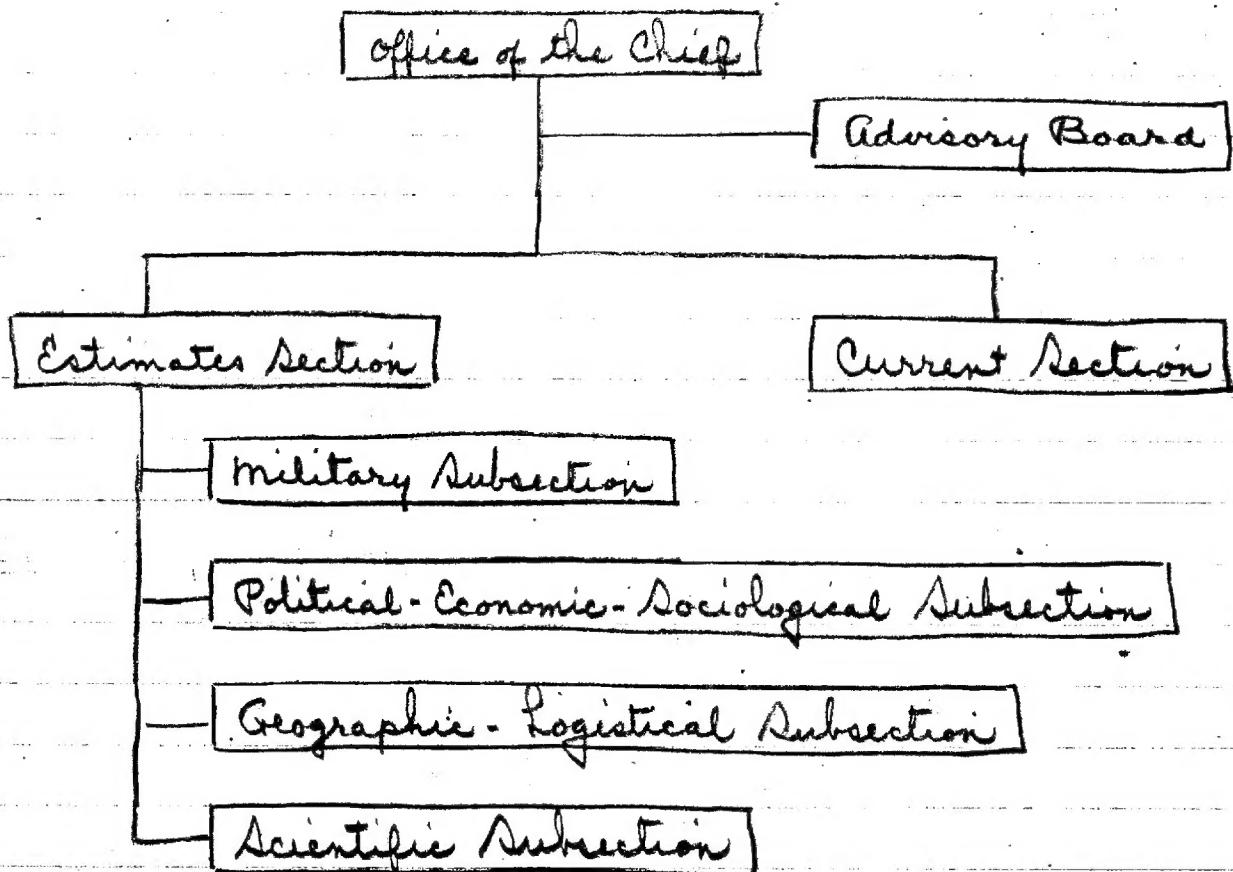
In determining the number and grades of personnel required for the Record Section and the Stenographic Pool, it has been necessary to make certain assumptions as to the type and volume of work to be performed by those sections. This budget estimate is based upon a study of a very similar governmental activity, the Joint Chiefs of Staff, in the light of the comparative type and volume of the estimated activities of the Authority.

Department of State, National Estimates Staff,
Central Intelligence Group

Functions: To accomplish the correlation and evaluation of intelligence relating to the national security, and the appropriate dissemination within the Government of the resulting strategic and national policy intelligence (Presidential Directive, 22 January 1946, paragraph 3a).

Activities: Receives basic studies and reports on the political, economic, and military (air, ground, and naval) situation in foreign countries from the Office of Research and Intelligence, and the War, Navy, and other departments; receives top-level information regarding the policies, objectives, and economic and military capabilities of the United States from officials in possession of such information; on the basis of such intelligence and information prepares regular and special strategic and national policy estimates for the President, the Secretaries of State, War, and Navy, and such of the top-level officials of the Government as the President or the National Intelligence Authority may designate.

Organization:



The personnel of the National Estimates Staff will be assigned by the Departments of State, War, and the Navy to the Central Intelligence Group, except that four members of the Advisory Board will be detailed from the offices of the Special Assistant to the Secretary of State, the Assistant Chief of Staff G-2, the Chief of Naval Intelligence, and the Assistant Chief of Air Staff-2, respectively. It is desired that the Department of State provide the following positions:

Chief, National Estimates Staff	1 P-8	\$ 8750
State Dept. Mbr., Advisory Board	1 P-8	8750
Chief, Estimates Section	1 P-8	8750
Pol.- Ec.- Soc. Subsection		
Chief	1 P-7	7175
Analyst	1 P-7	7175
Analyst	3 P-6	18690
Analyst	3 P-5	15540
Geo. - Logistical Subsection		
Analyst	1 P-5	5180
Current Section		
Chief	1 P-7	7175
Analyst	3 P-6	18690
Analyst	3 P-5	15540
	<u>19</u>	<u>121,415</u>